

**Useful Forms to assist you in your mentoring activities.**

1. Mentoring Agreement

The following is a sample mentoring agreement. A mentoring agreement between a mentor and a mentee entering into a new mentoring relationship can empower both parties, and avoid problems further down the line. We recommend that you review and consider using this form (or modifying as you wish) at the first meeting. This form is available on the Department website (identified as “**Mentoring Agreement Form**”) for you to download and use.

<b>Mentoring Agreement</b>	
<b>Mentor</b>	
<b>Mentee</b>	
<p><b>Purpose and desired outcomes of the mentoring relationship:</b></p>          <p><b>Activities to be conducted:</b></p>          <p><b>Expectations:</b></p>          <p><b>Communication methods and frequency:</b></p>          <p><b>Actions to take if problems arise:</b></p>          	
<p><b>I agree to enter this mentoring relationship as defined above and will maintain confidentiality.</b></p>	
<b>Mentee:</b>	<b>Mentor:</b>
<b>Date:</b>	<b>Date:</b>

## 2. Confidential Documentation of Meetings

You need to keep a record of meetings between you and your mentee. These records should be kept in confidence between you and your mentee. You may choose any approach to documentation that you consider appropriate. You may find one of the following forms useful to document meetings. Both are on the website. The “**Confidential Record of Mentoring Meeting**” has been in use for sometime by some mentors. The “**GROW Model Record of Mentoring Meeting**” form was developed at the University of New South Wales and is suggested by the Faculty of Medicine as a useful guide to prepare for and document a mentoring session. The record form is pretty much self-explanatory, but you may find more details in the “**Early Career Faculty Mentoring Program Handbook**” on the Department website. You may elect to modify one of these forms, to create your own, or to simply record notes in free form. The expectation is that you maintain records of your meetings and use them to support a productive and successful mentoring relationship.